

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 10/25**

OPEN TO: All Interested Candidates

POSITION: Commercial Specialist, FSN-10; FP-5* (steps 5 through 14)

OPENING DATE: September 30, 2010

CLOSING DATE: October 21, 2010

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$56,323 (Starting salary)
(Position Grade: FP-5 will be confirmed by USCS Headquarters)

*Ordinarily Resident: US\$16,300 (Starting salary)
(Position Grade: FSN-10)

LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment in Vietnam for the position of Commercial Specialist in its U.S. Commercial Service (USCS) Office.

BASIC FUNCTIONS OF THE POSITION

The incumbent of this position will serve as a primary point of contact for U.S. exporters that seek to enter the Vietnam market. The incumbent will analyze market data, trends and regulatory development to identify business opportunities for U.S. goods/services, will conduct market research studies and proactively publish commercial reports in a range of industry sectors. The incumbent will assist and advise U.S. exporters on market entry strategies as well as advise and assist Vietnamese businesses with identifying appropriate U.S. suppliers. Regular activities will include providing support for trade exhibitions, organizing promotional events and trade delegations, developing key contacts in assigned industry sectors, and advising U.S. clients on export opportunities, market challenges and business practices in Vietnam. Portfolio could include sectors such as healthcare, industrial machinery and materials, energy, safety and security, transportation, financial or other sectors.

Please contact the Human Resources Office at 3520-4200 X4342/4274 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree in business, marketing, economics, or related fields is required.
2. Must have at least five years of progressively responsible commercial experience in marketing, international trade, market research, business or business consulting, or other closely related fields is required.
3. Must have a strong knowledge of Vietnamese industries and business sectors, economy, and business and trade practices, restrictions, organizations and customs.
4. Ability to meet and serve representatives of U.S. and Vietnamese business firms with tact and efficiency as well as ability to balance and complete work assignments are required.
5. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested).
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at

<http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 7A Mac Dinh Chi Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/ 4274
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: OCTOBER 21, 2010

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)